

# COMMUNITY SERVICES & DEVELOPMENT COMMISSION REGULAR MEETING MINUTES



**MEDFORD**  
OREGON

February 2, 2022

5:30 P.M. – 7:00 P.M.

Virtual

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*Due to the extreme number of COVID-19 cases in Jackson County, this meeting was held virtually.*

## 10. Roll Call

The regular meeting of the Community Services and Development Commission (CSDC) was called to order at 5:30 P.M. virtually on the above date with the following members and staff in attendance:

### Commissioners Present

Marie Quinn-Cabler, Chair  
Marissa Barrientos  
Jason Bull  
Marshall Doak  
Rebecca Erickson—arrived at 5:39 P.M.  
Shannon Holland  
Chad McComas  
Rowena Reeley

### Staff Present

Angela Durant, Staff Liaison  
Eric Mitton, Legal Staff Liaison

### Staff Absent

Aleia Fletcher, Staff Liaison  
Tricia Hahn, Legal Staff Liaison

### Commissioners Absent

Diana Bennington  
Barbara Laskin

## 20. Approval of Minutes – 1/19/2022

There being no additions or corrections, the minutes were approved as presented.

## 30. Public Comments

None.

## 40. Commission Elections

**Motion:** To nominate Jason Bull as Chair.

**Moved by:** Marie Quinn-Cabler

**Voice Vote:** Motion passed, 7-0

**Motion:** To nominate Marie Quinn-Cabler as Vice Chair.

**Moved by:** Marshall Doak

**Voice Vote:** Motion passed, 8-0

## 50. General Fund Grant Update

Principal Planner Angela Durant provided the commission with an update on the General Fund Grant (GFG) recommendations, which is going to City Council for approval on Thursday, February

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17, 2022. Chair Jason Bull expressed interest in presenting the funding recommendations to City Council.

Mrs. Durant also mentioned that all prospective GFG organizations and programs that were recommended to receive partial funding were contacted by staff and wished to accept the recommended partial GFG funding.

**60. Rebuilding Together Rogue Valley Work Plan**

Mrs. Durant provided an update and summary regarding the receipt of the requested work plan from Rebuilding Together Rogue Valley (RBTRV). Staff recommends RBTRV and City staff work alongside with Community Planning Division (CPD) representative, Toni Strutz from the U.S. Department of Housing and Urban Development (HUD) to implement the work plan, due to project complexity.

In order to implement work plan, City staff recommends contracting with Camas Consulting for environmental review to assist this process being done in a timely manner. The work plan also discussed that RBTRV received a HUD Rural Capacity Building Grant from the national Rebuilding Together organization to assist with providing technical assistance for the Community Development Block Grant (CDBG). Commission discussed proposed goal of building 4-6 ramps (pending cost of the environmental reviews) and directed staff to proceed and report back to the commission.

**70. Community Development Block Grant Program - Activities Update**

Mrs. Durant provided an update regarding four CDBG activities that are returning CDBG funding, primarily due to the administrative burden of income verification regulations per HUD requirements. These four CDBG activities include: Southern Oregon University's Small Business Development Center for \$25,000 in 2020 CDBG funding; Kids Unlimited for \$20,000 in 2019 CDBG-CV (CARES Act) funding; the Rogue Valley YMCA for \$30,000 in 2019 CDBG-CV funding; and the YMCA's Roberts Road Rehabilitation Project for \$89,200 in 2021 CDBG funding (also due to increased costs associated with federal funding).

Funds will need to be reallocated through substantial amendments to the 2019, 2020, and 2021 Action Plans. Staff, due to the complexity of income verification regulations, recommends CARES Act funding serve individuals experiencing homelessness, a presumed benefit category.

**80. Remarks from Commissioners**

None.

**90. Remarks from Commission Chair**

Vice Chair Marie Quinn-Cabler thanked everyone for their hard work and nomination as vice chair and looks forward to Chair Jason Bull assisting with leading the commission's charge moving forward.

**100. Remarks from Staff Liaisons**

Mrs. Durant provided an overview of the 2022 CDBG applications. Five requests (with funding priority of addressing homelessness) totaled \$256,445 for public service programs with an

estimated availability of \$100,000 and funding deficit of \$156,445. Program income could increase funding availability; staff will look into this and let the commission know.

Applications for affordable housing projects (known as capital improvement projects) were not received. Due to timing, staff does not recommend relaunching the Request for Proposals (RFP) but will utilize additional methods to assist with selecting proposed projects for funding. Staff will meet with Planning Director Matt Brinkley regarding projects that may need infrastructure support to assist with development of affordable housing and will present options for consideration on Wednesday, February 16, 2022.

The CSDC will hold a special meeting on Wednesday, February 16, 2022 for a CDBG orientation for the commission.

**80. Adjourn**

Meeting adjourned at 6:39 P.M.